

MONROE COUNTY

JOB DESCRIPTION

Position Title: NUTRITION DRIVER

Date: Aug 6, 1999

Position Level: 3

FLSA Status: Nonexempt

Class Code: 3-6

GENERAL DESCRIPTION

Primary function is to deliver hot/cold meals to the elderly in the Nutrition Program. Reports directly to the site Manager.

KEY RESPONSIBILITIES

1. Deliver food to the elderly throughout Monroe County.*
2. Transport food from site to site.
3. Responsible for heating and wrapping foods.
4. Prepares some food items such as salads and bread & butter.
5. Defrosts freezers as needed.
6. Completes required paperwork.
7. Perform other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: NUTRITION DRIVER	Class Code: 3-6	Position Level: 3
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years working with the elderly or related field.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____